



## INFORMATION ON OPENING A BANK ACCOUNT

To open an account at a bank or credit union you will need to do the following:

- Go to the bank or credit union in person and fill in a form with your, name, address, employment history, if any, and personal information.
- Bring at least 2 pieces of identification, like:
  - Valid driver's license
  - Passport
  - Social Insurance Card
  - Birth Certificate
  - British Columbia Identification Card
- At least one piece of identification must contain your signature and current address. Identification with your picture, signature and current address is best.
- There is no cost to you to open a bank account. You may have to pay a membership fee to become a member of a Credit Union to open an account.

When you have opened an account your employer will be able to deposit money directly into your account.

To ask your employer to deposit money into your account you will need to fill out the following form or one like it.

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**Ministry of Labour,  
Citizens' Services  
and Open  
Government**

Employment Standards  
Branch

Mailing Address:

Ste A207, 20159 88 Avenue  
Langley, B.C. V1M 0A4  
[www.labour.gov.bc.ca/esb](http://www.labour.gov.bc.ca/esb)

Telephone: (604) 513-4635  
Facsimile: (604) 513-4622

You will also need to give your employer information about your account. You can use a cheque with **VOID** written across it, or ask for a deposit slip with your account number printed on it when you open your account.

## REQUEST FOR PAYMENT BY DIRECT DEPOSIT

**EMPLOYEE NAME:**

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**COMPANY NAME/ORGANIZATION:**

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Is hereby authorized and requested to credit payments due me to my account with the financial institution designated below until cancelled by me in writing.

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Signature

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Date

**FINANCIAL INSTITUTION:** \_\_\_\_\_

**ADDRESS:**

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**YOUR EMPLOYER CANNOT TAKE MONEY OUT OF YOUR ACCOUNT IF YOU FILL OUT THIS FORM. YOUR EMPLOYER CAN ONLY PUT MONEY INTO YOUR ACCOUNT.**